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Job 1 of 1

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The Probation Department Placement Services Bureau is seeking well-qualified and highly motivated candidates to fill the position of Secretary III.

Requirements Permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **Secretary III** are invited to submit their resume with cover letter, copies of their last two (2) performance evaluations, and time history report (prime variance only) for the last two (2) years to:

Felicia Davis, Probation Director
Residential Based Services (RBS)-Placement
3965 Vermont Avenue, Third Floor
Los Angeles, CA 90037
Phone: (323) 493-5571

Please email documents to:
Felicia.Davis@probation.lacounty.gov with the subject line "Secretary III."

All submitted documents will be evaluated and only the most qualified candidates will be scheduled for an interview. The cover letter and resume should clearly outline how the employee meets the requirements and desirable qualifications. Successful candidates must complete a background check which includes a review of their official personnel folder and reference checks.

Desirable Qualifications

- Ability to manage multiple priorities under strict deadlines.
- Ability to work independently and as a team player.
- Use discretion and sensitivity on confidential information.
- Excellent customer service skills.
- Excellent oral and written communication skills.
- Excellent computer skills, including experience and knowledge of MS Word and Excel.

Duties

- Replies to verbal and written communication.

- Screens in-person inquiries and telephone calls; furnishes requested information , refers inquiries and calls to others better qualified to assist, and personally takes care of inquiries and calls which do not require the attention of the supervisor.
- Makes appointments and arranges conferences and meetings for supervisor.
- Acts as intermediary between supervisor and staff; transmits verbal and written messages, orders, and requests.
- Acts as liaison between the supervisor's office and other departments, agencies, and jurisdictions.
- Prepares inter-office notices, bulletins, and memoranda, including interpretations of departmental policy, and the laws and regulations governing the activities of the office.
- Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for supervisor's approval upon request.
- Checks material being submitted for supervisor's attention to ascertain that all relevant data, files, signatures, etc., are included.
- Relieves supervisor of routine personnel, budget, and other operating details such as scheduling, timekeeping, and may contact the Chief Executive Office, Department of Human Resources, and other departments.
- Keeps track of the execution of plans, improvements, and projects initiated by the supervisor and recommends improvements in departmental procedures.

Vacancy Information This transfer opportunity is located at 3965 Vermont Avenue, Los Angeles, California 90037.

THIS IS NOT A CIVIL SERVICES EXAMINATION

Available Shift Day

Contact Name Felicia Davis

Contact Phone (323) 493-5571

Contact Email Felicia.Davis@probation.lacounty.gov

Job Field Clerical

Job Type Administrative Support

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